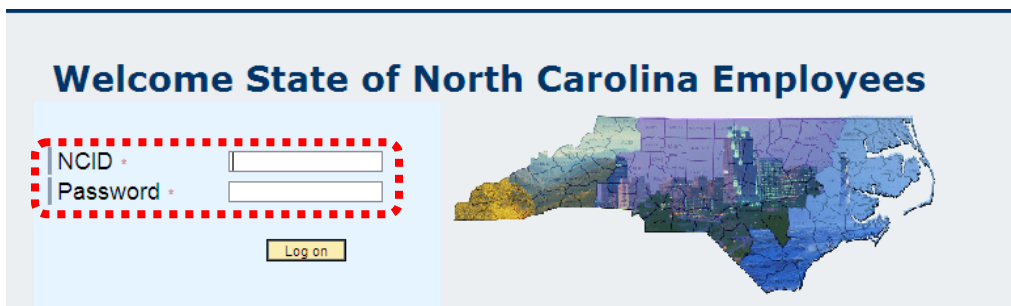


PRINTING A W-2 REPRINT IN ESS

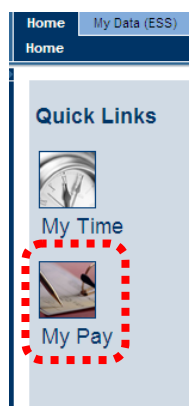
This job aid demonstrates the process for printing a W-2 reprint in ESS. The steps are listed below along with visual examples. Note that there are two (2) options given for logging into ESS.

STEPS

Perform the following steps to print a W2 reprint in ESS.

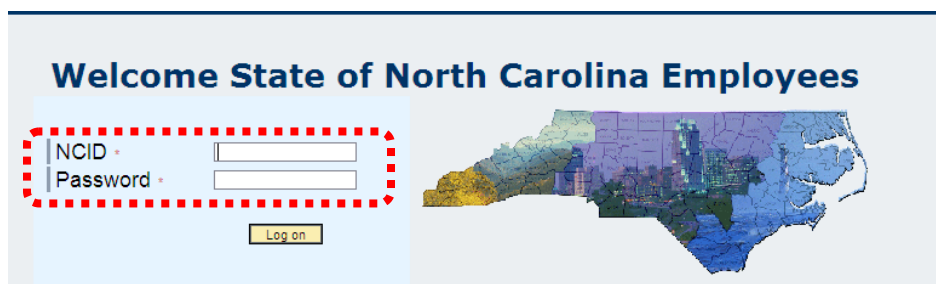


1. Log into the **Employee Self Service Portal**.



2. Click on the quick link for **My Pay**.

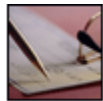
----- **ALTERNATE LOGIN METHOD – BEGIN** -----



- A. Log into the **Employee Self Service Portal**.

- B. Click on the **My Data (ESS)** tab.

Home

My Data (ESS)[My Pay](#)

Display your pay statement, total compensation statement, or reprint your W-2/W-2c.

- C. Click on the **My Pay** link. This takes you to the step *Read before printing your W-2/W-2c link* as shown in the next example.

----- **END - ALTERNATE LOGIN METHOD** -----

3. After reading the *Read before printing your W-2/W-2C* message, click on the **W-2/W-2c** link.

W-2 Reprint

Select the year from the drop-down menu. W-2's for the prior year may not be available until after February 15th of current year. For a year not listed, contact BEST Shared Services.

Available Years: Available W-2 Forms:

4. Select the year and the form you wish to print from the drop-down options. If “W-2” defaults in the available W-2 forms field (as in the example above), then there are no other types of forms for you to choose for the year selected. If there are multiple forms for the year selected, choose which form you wish to print.

NOTE: Currently only 2009 W-2's are available for reprint. Please contact Shared Services for any reprints other than other W-2/W-2C reprint.

NOTE: If you have a W-2C, you will need your original W-2 as well as the W-2C to complete your tax filing.

5. Click the **Display** button.

W-2 Reprint

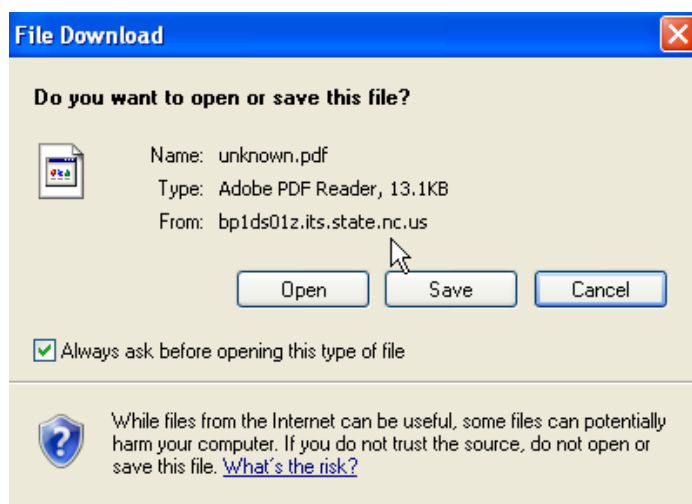
⚠ Your W-2 / W-2c form contains sensitive personal information. We recommend that you do not display this information on a public computer, and that you use precautionary measures (such as installing and enabling anti-virus/anti-spyware software) when accessing this information from home.

It will take 1 to 2 minutes for the form to appear in your browser window.

As an additional security precaution, please be sure to log off and close your browser window when you are finished.

Do you want to proceed?

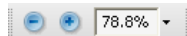
6. Read the important note displayed on your screen (and shown above) regarding the sensitive information on your W-2 or W-2c.
7. Click **Yes** if you want to proceed. If you do not wish to proceed, click no and remember to exit and close your browser.



8. When prompted, click the **Open** button to download the file.

Once the form has generated, verify that the form that generated is the year and form you selected. An example of a W-2 reprint is shown below.

To change the size of the W-2, select the increase/decrease icons or change the percentage of magnification.



1 Wages, tips, other compensation 11939.08		2 Federal income tax withheld 1338.32	
3 Social security wages 13021.87		4 Social security tax withheld 807.36	
5 Medicare wages and tips 13021.87		6 Medicare tax withheld 188.82	
a Employee's SSA number 123-45-6789		Employer use only	
b Employer's FED ID number 77-12345678		d Control number 01234567	
c Employer's name, address, and ZIP code State of North Carolina 1425 Mail Service Center Raleigh NC 27699-1425			
REISSUED STATEMENT			
7 Social security tips		8 Allocated tips	
9 Advance EIC payment		10 Dependent care benefits	
11 Nonqualified plans		12a See instructions for box 12 G 300.00	
13 Statutory employee <input checked="" type="checkbox"/> Retirement plan <input checked="" type="checkbox"/> Third-party sick pay <input checked="" type="checkbox"/>		12b	
14 Other		12c	
		12d	
e Employee's first name and initial Last name Suf. Jane E Doe 800 Rogers Mill Rd Winston-Salem, NC 27101			
f Employee's address and ZIP code			
15 State NC	Employer's state ID 656556565	18 Local wages, tips, etc.	
16 State wages, tips, etc. 11939.08		19 Local income tax	
17 State income tax 760.00		20 Locality name	
Form OMB No. 1545-0008 W-2 Wage and Tax Statement 2009 Copy C for Employee's records			

1 Wages, tips, other compensation 11939.08		2 Federal income tax withheld 1338.32	
3 Social security wages 13021.87		4 Social security tax withheld 807.36	
5 Medicare wages and tips 13021.87		6 Medicare tax withheld 188.82	
a Employee's SSA number 123-45-6789		Employer use only	
b Employer's FED ID number 77-12345678		d Control number 01234567	
c Employer's name, address, and ZIP code State of North Carolina 1425 Mail Service Center Raleigh NC 27699-1425			
REISSUED STATEMENT			
7 Social security tips		8 Allocated tips	
9 Advance EIC payment		10 Dependent care benefits	
11 Nonqualified plans		12a See instructions for box 12 G 300.00	
13 Statutory employee <input checked="" type="checkbox"/> Retirement plan <input checked="" type="checkbox"/> Third-party sick pay <input checked="" type="checkbox"/>		12b	
14 Other		12c	
		12d	
e Employee's first name and initial Last name Suf. Jane E Doe 800 Rogers Mill Rd Winston-Salem, NC 27101			
f Employee's address and ZIP code			
15 State NC	Employer's state ID 656556565	18 Local wages, tips, etc.	
16 State wages, tips, etc. 11939.08		19 Local income tax	
17 State income tax 760.00		20 Locality name	
Form OMB No. 1545-0008 W-2 Wage and Tax Statement 2009 Copy 2 To Be Filed With Employee's STATE Income Tax Return			

An example of a W-2c is shown below.

44444		For Official Use Only OMB No. 1545-0008		Safe, accurate, FAST! Use				Visit the IRS Web Site at www.irs.gov .	
a Employer's name, address, and ZIP code State of North Carolina 1425 Mail Service Center Raleigh NC 27699-1425				c Tax year/Form corrected 2009 / W-2		d Employee's correct SSN 123-45-6789			
				e Corrected SSN and/or name (Check this box and complete boxes f and/or g if incorrect on form previously filed.) <input checked="" type="checkbox"/>					
				f Employee's previously reported SSN					
b Employer's Federal EIN 77-1234567				g Employee's previously reported name Jane E Doe					
Note: Only complete money fields that are being corrected (exception: for corrections involving MQGE, see the Instructions for Forms W-2c and W-3c, boxes 5 and 6).				h Employee's first name and initial Jane		Last name Wellington		Suff.	
				009008007 Jane Wellington 7890 Stonewood Dr Aberdeen NC 28315					
i Employee's address and ZIP code									
Previously reported		Correct information		Previously reported		Correct information			
1 Wages, tips, other compensation		1 Wages, tips, other compensation		2 Federal income tax withheld		2 Federal income tax withheld			
3 Social security wages		3 Social security wages		4 Social security tax withheld		4 Social security tax withheld			
5 Medicare wages and tips		5 Medicare wages and tips		6 Medicare tax withheld		6 Medicare tax withheld			
7 Social security tips		7 Social security tips		8 Allocated tips		8 Allocated tips			
9 Advance EIC payment		9 Advance EIC payment		10 Dependent care benefits		10 Dependent care benefits			
11 Nonqualified plans		11 Nonqualified plans		12a See instructions for box 12		12a See instructions for box 12			
13 <input type="checkbox"/> Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay		13 <input type="checkbox"/> Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay		12b		12b			
14 Other (see instructions)		14 Other (see instructions)		12c		12c			
				12d		12d			

9. If the year and form are correct, select the print icon . If prompted, verify the printer and print properties and select OK

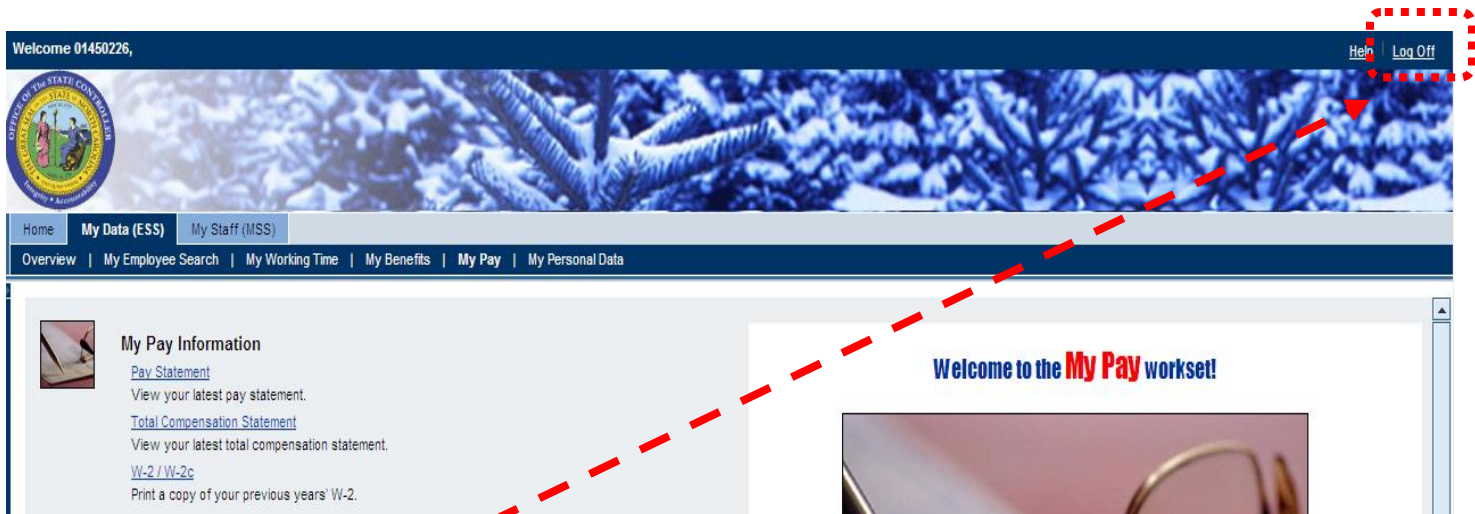
Note that the W-2c form has 4 pages total that will print while the reissued W-2 has just one page.

Select the year from the drop-down menu. W-2's for the prior year may not be available until after February 15th of current year. For a year not listed, contact BEST Shared Services.

Available Years: Available W-2 Forms:

10. Click **Exit** once your form has printed.

NOTE: Remember to remove your form from the printer.



11. Log off of ESS.

REMEMBER to exit and close your browser as well as any Adobe PDF windows.